

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: File Clerk (1000 HOURS A YEAR POSITION)

GRADE: G-8 (General Clerk II)

SALARY: \$11.78 Per Hour

LOCATION: Juvenile Unit, Circuit Court for Prince George's County, Upper Marlboro, Maryland

TYPICAL DUTIES: The incumbent under the supervision of the Deputy Director of Family Division, Juvenile Unit is responsible for locating all files for daily Juvenile courtroom assignments scheduled before the Circuit Court Juvenile Judge. The incumbent is also responsible for moving files and other court materials between various offices located within the Prince George's County Courthouse and the Circuit Court Judiciary Administrative Services Building. The incumbent will also be required to perform other clerical duties including data entry, placement of mail in court jackets, statistical counting, disk reproduction from hearings, photocopying, filing, answering phones, and other clerical duties as required.

MINIMUM QUALIFICATION REQUIREMENTS

Have a High School/GED Diploma and 6 months experience performing routine clerical assignments. Must be able to lift sixty (60) pounds, push file carts, and walk extensively. Have knowledge and understanding of applicable computerized information systems including Microsoft Windows. Must be able to work independently and act professionally with judges, public officials, professional personnel, as well as with court-related agencies and personnel. Ability to speak Spanish a plus. Applicants are subject to a background check. A completed Circuit Court for Prince George's County Employment Application must be submitted for this announcement. Applications can be obtained at the address below.

CLOSING DATE: Applications must be submitted by 5:00 p.m. Eastern Standard Time (EST) on **October 2, 2015.**

APPLY TO: Director of Human Resources
Court Administrative Office
Room M2407, Court House
Upper Marlboro, MD 20772
FAX (301) 952-4447
E-Mail: Humanresources@co.pg.md.us

ELIGIBILITY TO WORK: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

**Circuit Court for Prince George's County is an Equal Opportunity Employer,
Committed to Diversity in the workplace.**

This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request.